

## **TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Council members

**FROM/PHONE:** William Ackerman, Budget & Finance Director / 797-1050

**PREPARED BY:** Colleen Ryan, Budget Manager

**SUBJECT:** Ordinance

**AFFECTED DISTRICT:** All Districts

**ITEM REQUEST:** **Schedule for Council Meeting**

**TITLE OF AGENDA ITEM:** BUDGET AMENDMENT - AN ORDINANCE OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING AN AMENDMENT TO THE ESTIMATED REVENUES AND APPROPRIATIONS FOR FISCAL YEAR 2010; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE DATE {Approved on first reading on May 19, 2010. The vote was follows: Mayor Paul - absent; Vice Mayor Starkey - yes; Councilmember Caletka - no; Councilmember Hattan - yes; Councilmember Luis - yes} (Motion carried 3-1)

**EXECUTIVE SUMMARY:** This ordinance adopts the amendments to the FY2010 Budget that are included as Exhibit A. The ordinance amends the adopted budgets of the General Fund, the Community Development Block Grant (CDBG) Fund, the Parks & Open Space Impact Fees Fund, and the Water and Wastewater Fund. A summary of the budget increases and transfers for each fund may be found in Exhibit B.

### **GENERAL FUND BUDGET AMENDMENT AND BUDGET TRANSFERS**

The budget amendment increases the General Fund budget by \$66,741 and approves budget transfers totaling \$212,166. (Budget increase revised to \$205,141 for 2nd reading of the ordinance. Budget transfers revised to \$462,166. See separate section below for summary of 2nd reading revisions.)

The amendment includes the following new appropriations that increase the General Fund budget:

- Recycling Grant, \$20,000;
- Lobbyist services for the FY2010 legislative session/Seminole compact, \$20,000;
- Fire Prevention inspection & billing software module, \$18,896;
- Reinstatement of Landscaping Division, \$7,845.

These budget increases are funded by the following revenue sources:

- Intergovernmental grants, \$20,000;
- General Fund Reserves, \$46,741: \$20,000 for lobbyist expenses; \$18,896 in previously collected/reserved Fire Prevention Technology Fees for the software purchase; \$7,845 for landscaping division costs that cannot be absorbed by the existing budget for the related positions.

The budget amendment additionally includes interdepartmental and intradepartmental budget transfers totaling \$212,166. These transfers do not increase or decrease the overall General Fund budget, but do shift budgeted dollars among expenditure accounts. The ordinance includes the following budget transfers:

- Transfer of \$56,429 from Planning & Zoning's payroll and contractual services accounts to the Non-Departmental Transfer to Capital Projects account to provide matching funds for the RAC Bus Shelters Grant and the Oakes Road Enhancement Grant;
- Transfer of \$42,820 from Planning & Zoning's payroll and Office & Misc. accounts to Public Works for the reinstatement of the Landscaping Division within Public Works and the associated title changes;
- Transfer of \$42,600 from Fire Rescue's Education & Training account to three other Fire Rescue accounts. \$8,000 for the purchase of Fire Rescue software, \$18,600 for emergency management to inspect/wind rate Town buildings and identify mitigation measures, and \$16,000 to building maintenance to expand the department's data room and add a dedicated a/c unit;
- Transfer of \$1,717 from the Building Division's contractual services account to its capital outlay account to cover the final payment of the division's FY2009 renovation project;
- Transfer of \$29,100 between divisions in Public Works for payroll costs related to the reinstatement of the Landscaping Division within Public Works Administration and the correlated elimination of a Maintenance Tech I position;
- Transfer of \$34,500 from various Parks & Recreation's utilities and communications accounts to support projected Park Ranger overtime costs through the end of the fiscal year;
- Transfer of \$5,000 from Housing & Community Development's consultant services account to its building maintenance account to cover janitorial services at the one-stop center.

#### COMMUNITY DEVELOPMENT BLOCK GRANT FUND BUDGET AMENDMENT

The ordinance increases the CDBG Fund budget by \$580,619 for the Neighborhood Stabilization Grant. The amendment is entirely supported by Federal grant funding approved in prior fiscal years, but which remains unspent as of 9/30/2009 and is currently unbudgeted for FY2010.

#### PARKS & OPEN SPACE IMPACT FEES FUND BUDGET AMENDMENT

The ordinance increases the Fund's budget by \$40,000 for the Skateboard Area at Pine Island Park. The Town Council directed staff to pursue this project at its December 16,

2009 meeting under Item 8.1 Old Business. The complete project is still pending Council approval as part of the amendment to the 5-Year Capital Improvement Plan for FY2010-FY2014.

## **WATER & WASTEWATER FUND BUDGET AMENDMENT**

The ordinance approves \$100,000 in budget transfers from Utilities' payroll and contingencies accounts to cover year-to-date and projected overtime costs through the end of the fiscal year.

### **SUMMARY OF REVISIONS FOR 2ND READING OF THE ORDINANCE:**

#### **- GENERAL FUND**

For the 2nd reading of this ordinance, budget transfers included in the General Fund budget amendment increased from \$212,166 to \$462,166. This \$250,000 increase reflects a proposed \$250,000 intradepartmental budget transfer from the Police Department's "Salaries" expenditure account to its "Overtime" expenditure account. The transfer does not increase or decrease the total budget of the Police Department.

For the 2nd reading of this ordinance, the increase to the General Fund budget changed from \$66,741 to \$205,141. This reflects a \$138,400 increase for the Fire Department, Building Division budget for the purchase of plan review and project management software. This purchase will be funded by Building Division reserves, utilizing technology fees that were collected in prior years and which are reserved for technology purchases.

#### **- PARKS & OPEN SPACE IMPACT FEES FUND**

For 2nd reading of this ordinance, appropriations were provided for projects approved in the 5 Year Capital Improvements Program for FY2010-FY2014, including revisions approved through R-2010-115 on 5/19/2010. These appropriations will spend impact fees collected in prior years. They increase the Fund's FY2010 budget by \$137,500.

### **KEY POINTS:**

The FY2010 Budget was adopted through Ordinance 2009-23 on 9/21/2009. It was amended by Ordinance 2010-3 on 2/3/2010 and Ordinance 2010-8 on 3/23/2010.

This ordinance was approved by the Town Council at first reading on 5/19/2010. For its second reading, the ordinance was revised to include a General Fund budget transfer of \$250,000 from the Police Department's salaries account to its overtime account. The General Fund budget of the Fire Rescue Department also was increased by \$138,400 for a software purchase in the Building Division. Appropriations for the Parks & Open Space Impact Fees Fund also were increased by \$137,500 to provide funding for projects approved in the Town's 5-Year Capital Improvements Program.

**CONCURRENCES:** None

**FISCAL IMPACT:** Yes

Has request been budgeted? No

If yes, expected cost: \$

Account name and number:

If no, amount needed: \$46,741 is needed from General Fund reserves. Of that amount, \$18,896 will be utilizing revenue previously collected as Fire Prevention Technology Fees and which are reserved for technology purchases of the Fire Rescue Department. \$20,000 of undesignated reserves is needed to support the Town Council's contractual obligation for lobbyist services as adopted in Resolution 2010-90 on May 5, 2010. \$7,845 is needed for the reinstatement of the landscaping division and the associated title changes. No other Town dollars are needed for this budget amendment.

For 2<sup>nd</sup> reading of this ordinance, the ordinance was revised to also request \$138,400 from Building Division/technology fee reserves to purchase software.

What account name and number will funds be appropriated from: A detailed list of all accounting entries necessary to implement this budget amendment by account number and account name is available from the Budget & Finance Department upon request.

Additional Comments:

**RECOMMENDATION(S):** Motion to approve ordinance

**Attachment(s):** Ordinance; Exhibit A – Budget Amendment FY2010; Exhibit B – Summary Information FY2010 Budget Amendment

**EXHIBIT A**

**TOWN OF DAVIE  
BUDGET AMENDMENT  
FISCAL YEAR 2010**

**GENERAL FUND**

	<u>Amendment Amount</u>
<b><u>ESTIMATED REVENUES</u></b>	
General Operating	
Other Sources	\$185,141
Town Administrator Department	
Intergovernmental	\$20,000
<b>Total Revenue Amendment</b>	<b><u>\$205,141</u></b>
 <b><u>ESTIMATED APPROPRIATIONS</u></b>	
Town Administrator	\$40,000
Planning & Zoning*	-\$99,249
Law Enforcement Services*	\$0
Fire Protection Services*	\$157,296
Public Works*	\$50,665
Parks & Recreation*	\$0
Housing & Com. Dev.*	\$0
Non-Departmental*	\$56,429
<b>Total Appropriations Amendment</b>	<b><u>\$205,141</u></b>

\* Interdepartmental transfers included in the amendment total \$99,249. Intradepartmental transfers included in the amendment total \$362,917. These transfers do not increase or decrease the total General Fund budget.

**EXHIBIT A**

**TOWN OF DAVIE  
BUDGET AMENDMENT  
FISCAL YEAR 2010**

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

	<u>Amendment Amount</u>
<u>ESTIMATED REVENUES</u>	
Intergovernmental Revenues	\$580,619
<b>Total Revenue Amendment</b>	<b><u><u>\$580,619</u></u></b>
 <u>ESTIMATED APPROPRIATIONS</u>	
Housing & Community Development	\$580,619
<b>Total Appropriations Amendment</b>	<b><u><u>\$580,619</u></u></b>

**EXHIBIT A**

**TOWN OF DAVIE  
BUDGET AMENDMENT  
FISCAL YEAR 2010**

**PARKS & OPEN SPACE IMPACT FEES FUND**

	<u>Amendment Amount</u>
<u>ESTIMATED REVENUES</u>	
Other Sources	<u>\$177,500</u>
<b>Total Revenue Amendment</b>	<b><u><u>\$177,500</u></u></b>
 <u>ESTIMATED APPROPRIATIONS</u>	
Parks & Recreation	<u>\$177,500</u>
<b>Total Appropriations Amendment</b>	<b><u><u>\$177,500</u></u></b>

**EXHIBIT A**

**TOWN OF DAVIE  
BUDGET AMENDMENT  
FISCAL YEAR 2010**

**WATER & WASTEWATER FUND**

	<u>Amendment Amount</u>
<u>ESTIMATED REVENUES</u>	
N/A	<u>\$0</u>
<b>Total Revenue Amendment</b>	<b><u>\$0</u></b>
 <u>ESTIMATED APPROPRIATIONS</u>	
Water & Sewer Svcs**	<u>\$0</u>
<b>Total Appropriations Amendment</b>	<b><u>\$0</u></b>

\*\* Amendment includes a \$100,000 intrafund/intradepartmental budget



**EXHIBIT B****SUMMARY INFORMATION FY 2010 BUDGET AMENDMENT**

	Previously Unbudgeted	Budget Transfers From	Budget Transfers To	Budget Amendment Total
<b><u>GENERAL FUND BUDGET AMENDMENT / BUDGET TRANSFERS</u></b>				
<u>Revenue Summary</u>				
General Operating Revenues				
Other Sources - From General Fund Reserves - Lobbyist Expenses	\$20,000			\$20,000
Other Sources - From General Fund Reserves - Fire Prev. Technology Fees	\$18,896			\$18,896
Other Sources - From General Fund Reserves - Landscaping Division	\$7,845			\$7,845
Other Sources - From Building Reserves - Building Technology Fees	\$138,400			\$138,400
Town Administrator Department				
Intergovernmental Revenue - Recycling Grant	\$20,000			\$20,000
<b>Revenue Totals</b>	<b>\$205,141</b>	<b>\$0</b>	<b>\$0</b>	<b>\$205,141</b>
<u>Appropriations Summary</u>				
Town Administrator Department				
Contractual Services - Purchase of recycling containers for recycling grant	\$20,000			\$20,000
Contractual Services - Lobbyist Expenses	\$20,000			\$20,000
Planning & Zoning				
Payroll, Office, Vehicle Usage - Transfer Landscape Inspector to Public Works		(\$42,820)		(\$42,820)
Matching funds for RAC Bus Shelters Grant and Oakes Rd Enhancement Grant				
- Transfer from P&Z payroll to NonDept'l "Transfer to Capital Projects" account		(\$56,429)		(\$56,429)
Non Departmental - Transfer to Capital Projects Fund			\$56,429	\$56,429
Law Enforcement Services				
Salaries		(\$250,000)		(\$250,000)
Overtime			\$250,000	\$250,000
Fire Protection Services				
Technology Fees Capital Outlay - Fire Prevention Software	\$18,896			\$18,896
Education & Training		(\$42,600)		(\$42,600)
Technology Equipment & Maintenance - Fire Prevention Software			\$8,000	\$8,000
Emergency Management - Inspect/wind rate Town buildings, determine mitigation			\$18,600	\$18,600
Building Maintenance - Expand Fire-Rescue data room, add air conditioning unit			\$16,000	\$16,000
Fire Protection Services - Building Division				
Contractual Services		(\$1,717)		(\$1,717)
Capital Outlay - Final payment related to Building Division's FY2009 renovations			\$1,717	\$1,717
Technology Fees Capital Outlay - plan review and project management software	\$138,400			\$138,400
Public Works				
Payroll - Reinstate Landscaping Division under PW Administration	\$7,845	(\$29,100)	\$29,100	\$7,845
Payroll, Uniforms, Vehicle Usage - Transfer from P&Z to reinstate landscaping div.			\$42,820	\$42,820
Parks & Recreation				
Communications & Utilities		(\$34,500)		(\$34,500)
Overtime - Park Rangers			\$34,500	\$34,500
Housing & Community Development				
Consultant Services		(\$5,000)		(\$5,000)
Building Maintenance/Interior - Janitorial Services 4700 Building			\$5,000	\$5,000
<b>Appropriations Totals</b>	<b>\$205,141</b>	<b>(\$462,166)</b>	<b>\$462,166</b>	<b>\$205,141</b>

**EXHIBIT B****SUMMARY INFORMATION FY 2010 BUDGET AMENDMENT**

	Previously Unbudgeted	Budget Transfers From	Budget Transfers To	Budget Amendment Total
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**CDBG FUND BUDGET AMENDMENT**Revenue Summary

Intergovernmental Rev - Federal Grant Revenue

	\$580,619			\$580,619
Revenue Totals	<u>\$580,619</u>	<u>\$0</u>	<u>\$0</u>	<u>\$580,619</u>

Expenditure Summary

Neighborhood Stabilization Grant - appropriate unspent grant allocation

	\$580,619			\$580,619
Appropriations Totals	<u>\$580,619</u>	<u>\$0</u>	<u>\$0</u>	<u>\$580,619</u>

**PARKS & OPEN SPACE IMPACT FEES FUND BUDGET AMENDMENT**Revenue Summary

Other Sources - Park Impact Fees Fund Reserve

	\$177,500			\$177,500
Revenue Totals	<u>\$177,500</u>	<u>\$0</u>	<u>\$0</u>	<u>\$177,500</u>

Expenditure Summary

Skateboard Area at Pine Island Park

\$40,000

\$40,000

Math Igler Citrus Park Swing Set

\$8,500

\$8,500

Pine Island Inclusive Playground Benches

\$4,000

\$4,000

Pine Island Fitness Center Renovations

\$88,000

\$88,000

Pine Island Fitness Center Equipment

\$12,000

\$12,000

Pine Island Pool Chemical Controller

\$19,000

\$19,000

Pine Island Pool Leak Repair

\$6,000

\$6,000

Appropriations Totals	<u>\$177,500</u>	<u>\$0</u>	<u>\$0</u>	<u>\$177,500</u>
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**WATER & WASTEWATER FUND BUDGET TRANSFER**Revenue Summary

No Changes

				\$0
Revenue Totals	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

Expenditure Summary

Salaries and Contingencies accounts

(\$100,000)

Overtime

\$100,000

\$100,000

Appropriations Totals	<u>\$0</u>	<u>\$0</u>	<u>\$100,000</u>	<u>\$100,000</u>
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